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TRD STAFF MEETING
 28 June 1950

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Present: [REDACTED]

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1. Mrs. [REDACTED] reported that 19 students are entered in the SOC which started 26 June; 20 in the OC which began the same date; 19 have been enrolled for the next AOC. In addition sufficient students are already enrolled to fill the quota of 20 for the next Administrative Course.

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2. Mr. [REDACTED] reported that equipment for the rapid reading course is on order. The target date for the start of this course is 1 August 1950.

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3. Mr. [REDACTED] reported he has a backlog of 100 dictaphone belts for transcription. The TLO's of OSO and OPC have been canvassed in an attempt to secure stenographic personnel for overtime work on Saturday mornings. Mr. [REDACTED] stated that ASTS is attempting to have current dictaphone belts transcribed by personnel of their own section. [REDACTED] felt this was the ideal situation and one that we should aim for once the backlog is eliminated and all slots for stenographic personnel are filled.

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4. [REDACTED] stated that because the Training Division is not completely staffed and because of the training load it will be very difficult to allow all personnel to take their full 1950 annual leave during this calendar year and still carry on our mission. Mr. [REDACTED] was directed to prepare a memorandum to the Joint Training Committee outlining the problem and requesting a review of the situation to see if anything can be done to correct it.

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5. Mr. [REDACTED] reported that alterations on Building [REDACTED] should be completed by the end of July. At that time the SOC and BISC will move into that building. CTB will then move into the present quarters of BISC in Building 13.

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6. There was a discussion on the progress of securing wire recording equipment for [REDACTED]. Several conferences have been held with Messrs. [REDACTED] but no final decision on the type of equipment to be procured has been reached. [REDACTED] suggested the possibility of using a magnetic tape device, which he stated was easy to use and did not create a storage problem. [REDACTED] stated that this matter of recording equipment has been dragging along long enough and that immediate action should be taken to clarify the situation.

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7. Another security violation has been incurred by TRD in Building [REDACTED] It was again emphasized by [REDACTED] that renewed precautions should be taken by all personnel to eliminate these violations.

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